

**DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS EUROPE DISTRICT
HUMAN RESOURCES OFFICE
APO AE 09096**

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: E-14-98

OPENING DATE: 03 JUNE 1998

CLOSING DATE: 16 JUNE 1998

POSITION: ENGINEERING TECHNICIAN, GS-802-5 (TARGET GS-7) TWO POSITIONS

(Incumbents may be promoted noncompetitively through the normal line of promotion to the GS-7 level provided work at the higher level continues to exist, the incumbent has demonstrated the ability to perform at the higher level and has met the qualification requirements, time-in-grade and other administrative requirements.)

SALARY: \$19,969 - \$25,963 PER ANNUM

LOCATION: U.S. ARMY CORPS OF ENGINEERS, EUROPE DISTRICT, CONSTRUCTION DIVISION, ANSBACH AREA OFFICE, KATTERBACH, GERMANY

POINT OF CONTACT: EFFIE WOODRUFF, DSN 336-2715 OR COMMERCIAL 0611-816-2715

AREA OF CONSIDERATION: ALL U.S. CITIZEN CIVILIANS IN THE KATTERBACH COMMUTING AREA.

SUMMARY OF DUTIES: Work is performed in a Resident/Project Office primarily concerned with the administration of military construction contracts for buildings and facilities. Prepares/assists in preparing change orders, Government estimates; and coordinates review and acceptance of completed work. Assists in evaluating the necessity for construction contract, charge orders, determining the status of funds available for such change orders, and coordinates the preparation of the necessary plans and specifications required to accomplish changes in construction contracts. Assists higher graded employees at predesign conferences to discuss project review comments. Under the guidance of an engineer reviews plans and schedules of the project design and appropriate construction reviews. Initiates and coordinates measures to resolve routine problems in order to obtain scheduled progress. Serves as the point of contact between the Resident Office and DEH, community customers and contractors for assigned projects. Prepares construction reports and necessary correspondence to DEH, contractors and Host Nation agencies. Coordinates engineering and other technical and administrative matters between Resident Offices and higher levels in the organization. Responsible for coordinating or monitoring construction work that is conventional in nature and which encompasses routine components. Responsible for compliance with applicable safety rules and regulations.

MINIMUM QUALIFICATION REQUIREMENTS: One (1) year of specialized experience which is at least equivalent to GS-6 in the Federal service. Specialized experience is defined as experience in the occupation of the position to be filled, in a related occupation, or in one of the specialized areas within that occupation which has equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to successfully perform the duties of the position.

SUPPLEMENTAL EXPERIENCE STATEMENT: It is mandatory that the applicant address the knowledge, skills, and abilities (KSA's) which are listed below. Applicants are encouraged to use separate sheet of plain paper to describe their experience, education, and training which demonstrates possession of the knowledge, skills, and abilities required for successful performance of the duties of this position. The applicant's supplemental experience statement is not used to determine minimum qualification requirements.

1. Knowledge of technical engineering concepts and principles .
2. Ability to use a computer and knowledge of computer software.
3. Skill in dealing effectively with all levels of personnel within the Federal service and private sector.
4. Ability to interpret basic architectural plans and specifications.

REPROMOTION CONSIDERATION: DOD candidates who have been demoted from this or a higher grade without personal cause will be given consideration for repromotion to position. Candidate who believe they are entitled to such consideration should forward a description of the circumstances with their application. Consideration of candidates for repromotion will precede efforts to fill the position by competitive procedures.

All MALE applicants born after December 31, 1959 who are between the ages of 18 and 26 are required to complete a certification document to confirm their Selective Service registration status. If this applicable to you, please contact this office for appropriate form.

HOW TO APPLY: Submit the following to the address below:

(1) SF 171, APPLICATION FOR FEDERAL EMPLOYMENT; OF 612, OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT; or a resume or written format of your choice. If you submit a resume or optional format, you must ensure that the information required in OF 510, APPLYING FOR A FEDERAL JOB, is provided. Contact your servicing Human Resources Office for a copy of OF 510.

(2) On plain paper, please describe any training, education, work experience, or other activities which demonstrate the degree to which you possess each KSA. Please sign and date each supplemental sheet. Providing this information is mandatory. Failure to provide will result in no further consideration.

(3) SUPERVISORY EVALUATION JOB RELATED FACTORS: This form is designed to elicit specific rating from your supervisor on the highly qualifying criteria. You MUST submit this appraisal in order to be considered. Exceptions will be made for applicants not currently employed or applicants who do not have a supervisor available to complete a rating. In such cases, applicants MUST submit an explanation for the lack of an appraisal.

(4) OPM Form 79-2, (Background Survey Questionnaire) You are requested to complete and submit this form with your application. Completion is voluntary, and personnel selections are not made based on this information.

(5) SF-50, Notification of Personnel Action, if you are not employed by this activity. This is used as proof of status of current or last appointment and MUST be submitted.

(6) Most recent annual Employee Performance Appraisal.

EQUAL EMPLOYMENT OPPORTUNITY: Evaluation of qualifications and consideration for placement will be made on a fair and equitable basis without regard to race, religion, color, lawful political or other affiliation, marital status, sex, age, national origin or physical handicap provided such handicap does not preclude performance of required duties.

PRIVACY ACT REQUIREMENTS (P.L. 93-579): The forms referenced in this announcement are used to determine candidates' qualifications for the position and are authorized under 5 U.S.C. 3302 and 3361. The social security number is not required for this purpose and may be deleted from the form.

SUBMIT APPLICATION TO THE HUMAN RESOURCES OFFICE, U.S. ARMY CORPS OF ENGINEERS, EUROPE DISTRICT, ROOM 700, AMELIA EARHART OFFICE CENTER, KONRAD ADENAUER RING 39, WIESBADEN, GERMANY, OR MAIL TO US ARMY ENGINEER DISTRICT, EUROPE, CMR 410 BOX 21, APO AE 09096 IN SUFFICIENT TIME TO REACH THIS OFFICE NO LATER THAN CLOSING DATE OF THIS ANNOUNCEMENT.

SUPERVISORY EVALUATION JOB RELATED FACTORS

SUBMISSION OF THE SUPERVISORY EVALUATION OF JOB/RELATED FACTORS IS REQUIRED FOR CURRENT FEDERAL EMPLOYEES APPLYING FOR PROMOTION OPPORTUNITY. (Employees who have relocated and cannot meet this requirement must indicate so below.)

METHOD OF EVALUATION: Applicants first will be evaluated to assure that they meet minimum qualifications eligibility requirements established by OPM, and that they satisfy any selective factors or conditions of employment required in the job. Applicants who meet all the requirements will be evaluated further in terms of job related knowledge, skills, and abilities, to determine the best qualified candidates for referral to the selecting supervisor.

PLEASE CIRCLE APPROPRIATE NUMBER TO INDICATE LEVEL OF PERFORMANCE

4 = Superior 3 = Highly Successful 2 = Fully Successful 1 = Marginal 0 = Unable to Appraise

EVALUATION FACTORS:

LEVEL OF PERFORMANCE:

1. Knowledge of technical engineering concepts And principles.	4	3	2	1	0
2. Ability to use a computer and knowledge of Computer software.	4	3	2	1	0
3. Skill in dealing effectively with all levels of Personnel within the Federal service and private Sector.	4	3	2	1	0
4. Ability to interpret basic architectural plans And specifications.	4	3	2	1	0

SUPERVISOR'S SIGNATURE

DATE

I CERTIFY THAT MY MOST RECENT PERFORMANCE APPRAISAL IS AT LEAST SUCCESSFUL.

APPLICANT'S PRINTED NAME AND SIGNATURE DATE